Document preparation



For National Széchényi Library’s registered readers, document preparation service is available either in person or by using online forms. In case of the Library’s Special Collections, document preparation can be initiated by a phone call as well.

Personal preparation

Documents can be prepared in person, for free.

- Requests for the preparation of books from NSZL’s General Collection can be submitted at the Library’s Book Issue Station.
- The preparation of all the other documents can be initiated in the given reading room (e.g. newspapers in the Periodicals Reading Room or manuscripts in the Manuscripts Reading Room).

Preparation of the documents of the General Collection
Online preparation can be initiated on the following Request Form [1].

Fee is charged for the online preparation of items from NSZL’s General Collection.

The preparation of books, journals and microfilms belonging to the General Collection can be initiated on an online request form and in the Library catalogue [2], clicking on the appropriate storage reference number. One reader can ask for the preparation of five books or journals, in case of newspapers, for five volumes and in case of microfilms, five reference numbers (five rolls per request). We kindly draw your attention to the fact that in case of your requests, we can accept only a storage reference number. No AMICUS identification number or ISBN number can be used for this purpose.

Requests for books coming in Tuesday to Friday until 3 p.m. are fulfilled within two hours. All requests coming after the hours noted will be served next day, until 11 a.m. When the document arrives, we send an e-mail to the e-mail address given by you. This e-mail contains the number of your prepared document as well as the amount to be paid.

The fee of this service is HUF 100 per volume (or per storage reference number, in case of microfilms), which sum *can be paid at the Registration desk,* following an e-mail feedback.

Please, read carefully the notice sent to you on the arrival of the document you asked for.

Prepared documents can be claimed between 11 a.m. and 4 p.m. on the requested day at the Book Issue Station, in the Periodicals Reading Room and from NSZL staff working in the Microfilm Reading Room. The receipt verifying your payment must be shown to the staff member issuing the document.

Documents not claimed for are sent back to storage facilities next day.

Preparation of the documents of the Special Collections
Documents stored in NSZL's Special Collections are prepared for our readers free of charge.

Preparation of manuscripts
The earliest time of preparation is the day following your request.

You can place you request by giving the appropriate storage reference number, in person, online [1] or via phone.

Our phone numbers are the following:

+ 361 224 3775, + 361 224 3700/ Ext. 323 or 163
Pre-orders can be made for: codices (2 items); manuscripts in volumes (3 items); letter archives, fond units and analecta (5 palliums).

For one day, you can order a total of 5 manuscripts from various storage reference number ranges.

Preparation of small prints and graphic documents
The Collection of Posters and Small Prints serves its readers by using the pre-order preparation system. Readers are provided with the requested material at a time and date appointed together with NSZL's reader service staff. The earliest time of issue is one day following submitting request. Our service is available until 2 p.m. on Friday. After 2 p.m. on Friday and on Saturdays, requests are fulfilled next Tuesday. Research material can be requested in person, via phone (+361 487 8623) or online [1].

Preparation of early prints
Requests made by 4 pm can be fulfilled on the working day after the order is placed, and only requests made by 1 pm on Friday can be prepared for Saturday. New materials can also be asked for in person, online [1] or via phone (+361 224 3776, + 361 224 3700/ Ext. 163 or 488), by giving the appropriate storage reference number.

Preparation of theater history documents
Materials belonging to the Theater History Collection can be pre-ordered for use in person, via phone (+361 224 3781) or online [1].

Researchers can pre-order small prints (4 boxes or 20 items); scenic documents (20 items); manuscripts (1 box, 5 palliums or 5 items).

Preparation of maps
Materials belonging to the Map Collection can be provided for our readers on prior request (in person, via phone/fax or online [1]), on the day following the request.

Preparation of photographs and audiovisual documents

The materials of the Photograph and Audiovisual Collection can be viewed by appointment in the research room on floor 7, in the so-called Chapel Room. You can make an appointment in person at the Research Room, by telephone (Photograph Collection: 224-3763 and 224-3613, Interview Collection: 224-3710) and by e-mail (fenykeptar@oszk.hu [3], interjutar@oszk.hu [4])

Requests received by 2 pm at the Photograph Collection can be delivered that day, those received after 2 pm will be available the following day.

Audiovisual and audio documents from the Audiovisual Collection can only be made available to our readers upon prior request (in person, by phone, e-mail), the day after the request the earliest. Requests received before 2 pm can be fulfilled the next working day. In specific cases, it may take

several days to provide a research copy. The Photograph and Audiovisual Collection research room can be accessed from the catalogue room on floor 7 of the library.

Preparation of music documents

The Music Collection materials can be prepared for our researchers in person, by e-mail (zene@oszk.hu [5]), online [6] or by telephone (224 3778), at the earliest on the working day following the order. Preparation of documents for a Saturday can be requested until 1 pm on Friday. For larger volumes of documents, coherent manuscript collections (e.g. orchestral solo material), complete legacies, the quantity of documents requested per day is determined by prior arrangement.

Source URL: https://oszk.hu/en/document_preparation

Links:
[1] http://www.oszk.hu/node/1664
[2] http://nektar.oszk.hu/
[3] mailto:fenykeptar@oszk.hu
[4] mailto:interjutar@oszk.hu
[5] mailto:zene@oszk.hu
[6] http://www.oszk.hu/en/webform/request-document-preparation